



**MILNERTON HIGH SCHOOL
ADMINISTRATION**

SCHOOL CODE OF CONDUCT

Purpose of the Code of Conduct

The Code of Conduct is designed to communicate what Milnerton High School stands for in terms of its values and principles, what behaviours we encourage, what behaviours we discourage. It includes the measures we use to discourage behaviours we deem to be undesirable.

Principles governing the Code of Conduct

1. Rules and sanctions are intended to be corrective; they must lead to an improvement in behaviour.
2. Rules and sanctions must be simple and clear.
3. Rules must be enforceable.
4. Rules and procedures must be applied consistently and timeously.
5. Rules and procedures must be perceived to be fair.
6. Rules and sanctions must be understood by staff, learners and parents.
7. The reasons for the rules must be clearly communicated.

The Lux Esto Pledge

I acknowledge reading and understanding The Milnerton High School Code of Conduct and pledge to abide by it and uphold its principles and values as a member of Milnerton High School.

As a Milnerton High School learner it is ***my responsibility*** to:

- **respect the rights of all others and their property**
- allow and encourage my fellow learners to learn and my teachers to teach without hindrance
- attend all classes
- complete all assignments on time and to the best of my ability
- complete all work missed as a result of absence
- make full use of the opportunities the school has to offer and encourage others to do likewise
- settle differences and conflicts in a non-violent way
- keep the school clean and in good repair
- uphold the Code of Conduct

As a Milnerton High School learner I have a **right** to

- **be (and have my property) treated with respect by staff and learners at the school**
- expect well-prepared lessons from all teachers and have access to my teachers for guidance and advice during school hours
- enjoy a classroom atmosphere that is conducive to effective learning
- know how each assignment will be evaluated
- receive timeous feedback on work done
- work in a clean and safe environment

CLASSROOM CODE OF CONDUCT



The classroom atmosphere which we all will work hard to develop, is:

- open and tolerant
- friendly and kind
- relaxed and controlled
- positive and challenging
- honest and sincere

In our class we will:

- not discriminate unfairly
- not raise our voices unnecessarily
- not put pressure on any person unfairly
- try to avoid being punished as a group for individual behaviour

We come to class:

- well prepared for our lessons
- with all relevant books and equipment
- ready to work immediately
- punctually

We all:

- look after our school facilities and equipment
- tolerate and affirm individual differences of opinion
- accept that people have different values, needs and abilities
- respect each other's **RIGHT TO LEARN!**

UNDESIRABLE BEHAVIOURS AND SUGGESTED SANCTIONS

It is understood that Level One sanctions will only be implemented after **2 verbal warnings** have been given to the learner and recorded evidence of such warnings are available when requested for verification from the Register Educator/Educator.

The scope of the Code of Conduct includes **the physical premises, proximity to, in transit to and from school; representation of the school either by being dressed in official school or sports uniform, or by means of participation in school related activities, whether in uniform or not** (i.e. tours, events etc).

The following sanctions may be applied to all learners of Milnerton High School for transgressions as follows:

LEVEL ONE

LEARNER INFRINGEMENTS/ OFFENCE	SANCTIONS / OUTCOME
<p>DISRUPTION: Including the following but not limited to:</p> <ul style="list-style-type: none"> ➤ Disruption of class. ➤ Any behaviour that threatens learning and teaching. ➤ Not following reasonable instructions, e.g. refusing to work ➤ Talking in class, lines, assemblies, during announcements, eating in class etc. ➤ Copying of homework. ➤ Late arrival for class, lines, during assemblies, meetings, etc. ➤ Continuously being late for class <p>DISRESPECT: Including the following but not limited to:</p> <ul style="list-style-type: none"> ➤ Disrespectful behaviour/language in the presence of educators/persons in authority ➤ Minor vandalism, e.g. tagging & writing on desks ➤ Neglecting/damaging school books ➤ Leaving classroom without permission/ bunking lesson/s. 	<p>The severity of the offence will bear the appropriate level of sanction which may include but is not limited to, the following, or a combination of them:</p> <ul style="list-style-type: none"> ➤ Time Out = DT ➤ Latecomers DT ➤ Detention ➤ Repair book/ payment of total cost of book ➤ Repair/ payment for loss/ damage of school property ➤ Principal's DT ➤ Parent discussion/ interview ➤ Internal suspension ➤ Removal of all privileges/ defined privileges

<ul style="list-style-type: none"> ➤ Inciting/Engaged in fighting, bullying behaviour. ➤ General disregard for School Code of Conduct. ➤ Not conforming to school uniform 	
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LEVEL 2:

LEARNER INFRINGEMENTS/ OFFENCE	SANCTIONS / OUTCOME
<p>Including the following but not limited to:</p> <ul style="list-style-type: none"> ➤ Repeated Level 1 infringements ➤ Bunking Class (repeated) ➤ Disruption of class (repeated) ➤ Vandalism: graffiti, breaking of windows, etc. ➤ Fraud (falsification of documents, cheating in examinations etc.) ➤ Cyber bullying and severe bullying ➤ Possession of cigarettes, e-cigarettes, twisps and vapor on school premises ➤ Smoking cigarettes, e-cigarettes and vapor on school premises ➤ Use of humiliating and suggestive language and signs. ➤ Misuse of cell phone on school premises, as set out in cell phone policy of school 	<p>The severity of the offence will bear the appropriate level of sanction which may include but is not limited to, the following, or a combination of them:</p> <ul style="list-style-type: none"> ➤ Level 1 sanction and Parent Discussion ➤ Principal's DT ➤ Replace/Restore/Bear cost ➤ Community Service ➤ Zero for the Examinations ➤ Suspension/writing future exam or test in isolation - parent will pay invigilation ➤ Internal suspension ➤ Restorative programme ➤ Police involvement ➤ Confiscation of Phone – handed to parent/ Discussion ➤ Formal Suspension ➤ Academic irregularity policy implementation

LEVEL 3

LEARNER INFRINGEMENTS/ OFFENCE	SANCTIONS / OUTCOME
<p>Including the following but not limited to:</p> <ul style="list-style-type: none"> ➤ Repeated Level 2 infringements. ➤ Under the influence/in possession/usage of alcohol at school and/or approved school activities, e.g. tours ➤ Possession and/or distribution of pornographic, racist, sexist material, or viewing of and/or downloading of such on any computer or cell phone at school ➤ Theft /Accepting/Buying stolen items ➤ Arson ➤ Serious vandalism ➤ Sexual harassment / misconduct ➤ Gang-related activities ➤ Making bomb threats ➤ Failing to attend Community Service/Principal's DT ➤ Dangerous weapons: bringing weapons onto school grounds, threatening/assault with a weapon ➤ Positive for an illegal substance ➤ Possession/Dealing in drugs or any mind/behaviour altering substances on or off the school premises ➤ Learner is found guilty of crime in court ➤ Any Bullying, including Cyber Bullying ➤ Under the influence of any mind altering substance 	<p>The severity of the offence will bear the appropriate level of sanction which may include but is not limited to, the following, or a combination of them:</p> <ul style="list-style-type: none"> ➤ Level 2 sanction ➤ Community Service ➤ Governing Body Tribunal ➤ Internal Suspension ➤ Parent discussion/involvement ➤ Expulsion ➤ Police involvement ➤ Compensation. ➤ Contract ➤ Double previous punishment ➤ Immediate internal suspension ➤ Final written warning ➤ Immediate removal from the school premises ➤ Handed over to the Police immediately ➤ Governing Body hearing that can lead to suspension and/or recommendation for expulsion ➤ Suspension until the learner can prove that he/she is clean, furnishes proof of registration at institution for rehabilitation. ➤ Removal of all privileges/defined privileges ➤ Special programme on topic ➤ Internal Suspension

- Leaving school without permission
- Truancy. (Being absent from school without parental consent)
- Engaging in/or inciting Racist, sexist, biased and discriminatory comments and behaviour/defamation of character/hate speech
- Engaged and Inciting Violence/Fighting/Assault
- Supporting and/or organising any form of illegal activities
- Disrespectful behaviour/language directed towards educators/persons in authority
- Repeated fraudulent offences
- Damaging the image of Milnerton High School

- Expulsion from school